

Town of Franklin

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Budget Process

The following document summarizes the Town budget process in general. Exact dates can change depending on each year's budget situation. But this document represents the general time frame of four budget process as outlined by state law, town charter, town code or best management practices.

Municipal budgeting is based off Fiscal Year (July 1st through June 30th)

July- December	<ul style="list-style-type: none">● Department Heads build proposed operating and capital budgets for the next Fiscal Year.<ul style="list-style-type: none">○ Capital Budget typically due by Halloween/Early Nov.○ Operating Budget due by New Year's Eve.● November/December -- the Town Administrator meets with Department Heads on Capital Plan requests.
January - February	<ul style="list-style-type: none">● Town Administrator meets with Department Heads on operating budget requests.● Proposed Capital Plan Reviewed by the Town Council's Capital Subcommittee.● State Aid Governor's Budget projections by end of January.<ul style="list-style-type: none">○ Please note these numbers are far from final, but good educated guesses. The state budget is not final until June/July of any year. See State Budget Process here.● Proposed Capital Plan is Reviewed by the Finance Committee.
February - April	<ul style="list-style-type: none">● Begin to receive quotes for the Town's Liability and Worker's Compensation Insurance and Employee Health Insurance.● Town Council consideration of the Proposed final Capital Plan● Joint Budget Subcommittee & Finance Committee hearings on Operating Budget toward the end of this period.
May - June	<ul style="list-style-type: none">● Town Council operating budget hearings, per the Franklin Home Rule Charter<ul style="list-style-type: none">○ The hearings notices are published online, via email notification and in the local newspaper.○ They are held on back to back days in May or June when the Town has the most accurate numbers relative to the state budget, insurance and health insurance.